

DES PLAINES PUBLIC LIBRARY
MAKERSPACE/MEDIA LAB USE POLICY

The Des Plaines Public Library makerspace (The Canvas) and Media Lab is intended to provide a dedicated space to facilitate independent innovation, education, and invention. The library will provide equal access to materials and resources in a welcoming environment, for patrons to create hands-on, do-it-yourself projects.

Users of the space must be Des Plaines Public Library cardholders, and follow all Des Plaines Public Library policies, including the [Library's Rules of Conduct](#).

General Rules of Use

1. Patrons must be at least 12 years of age to use library equipment in this space.
2. Patrons under 15 years of age must be under the direct supervision of an adult, with specific equipment (indicated by signage) requiring staff approval.
3. Exceptions to age policy may be made for library-led programs.
4. Patrons must attend a makerspace orientation and sign a Makerspace Waiver Form (C-12a) before using any library equipment. For children under the age of 18, a parent or guardian must sign the Waiver Form.
5. The makerspace and media lab are available to patrons during posted makerspace hours, which are subject to change. The hours will be posted on the website and signage.
6. Patrons must be engaged in a do-it-yourself project in order to use the space.
7. Patrons may not use the equipment for mass production.
8. Approved equipment materials will be available for purchase. Costs are posted on the website and in the makerspace.
9. Staff must approve outside materials for use with library equipment. Staff may decline to allow the use of unapproved materials.
10. Projects must be completed, or reach a natural stopping point, 30 minutes before the posted makerspace closing time, to allow time for clean-up.
11. Makers may reserve equipment and project tables up to 2 days in advance, for up to 3 hours at a time. If equipment is not reserved, it is available on a first-come, first-served basis.
12. Library-sponsored activities, classes, and programs have priority use of the makerspace/media lab.
13. Library staff may deny use of library equipment and tools to individuals who do not take proper care of, recklessly use, or do not complete required training for their use.
14. Equipment damage as a result of intentional misuse, or negligence, may result in charges to the user.
15. Disruptive behavior may hinder the use of equipment, or result in a loss of makerspace privileges.

Safety Rules

1. Complete all required training, and follow specific equipment instructions.
2. Let staff know if equipment is damaged, or not working.
3. Wear appropriate protective gear for the equipment being used.
4. Don't modify, disassemble, or alter the equipment.
5. Never leave machines running unattended.

Liability and Restrictions

1. The library is not responsible for project failures, personal injuries, personal equipment or property damage, or losses.
2. Equipment may not be used to produce the following:
 - Content or objects prohibited by federal, state, or local law.
 - Weapons, weapon parts, or look-alike weapons.
 - Objects that would be considered obscene or pornographic.
 - Content that intentionally distributes malware or similar malicious software or hardware to library computers or networks.
3. Computers and the library network may not be used to illegally upload, download, or copy copyrighted materials, including software, music, videos, and graphics. This includes the use of online services that facilitate the unlicensed sharing of media files. Duplication of commercial CDs, or DVDs is not permitted unless allowed by law.
4. The copyright law of the United State (Title 17, U.S. Code) governs all reproductions of copyrighted material. Users are responsible for any related infringement. By submitting content or objects, the user agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to patented, trademarked, or copyrighted materials. The library is not responsible for any damage, loss, or security of data arising from the use of its computers or network, nor the functionality or quality of content produced in the makerspace. Any violation of Intellectual Property Rights (patented, trademarked, or copyrighted materials) is the sole responsibility of the patron.
5. The library is not responsible for the content created by individuals using the makerspace.

Approved 2/20/2025